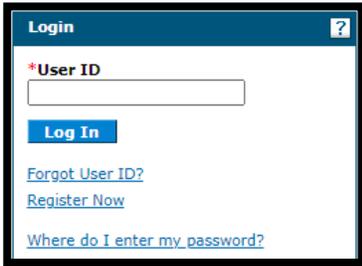
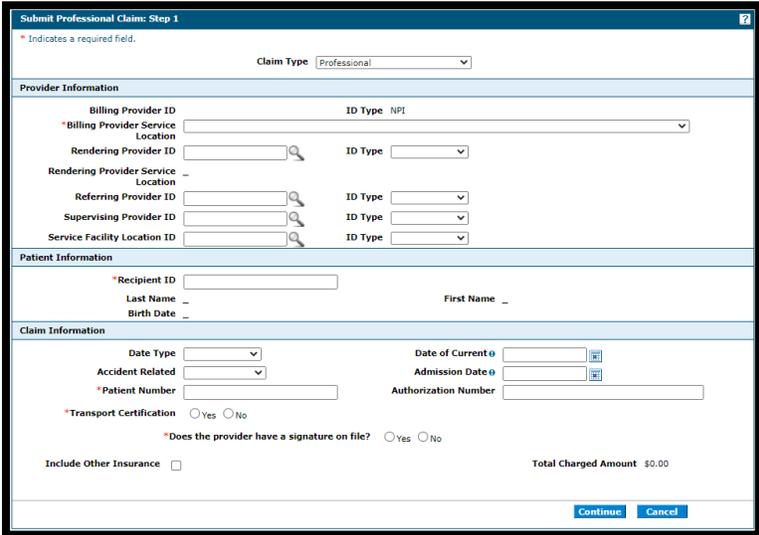




**CLAIM SUBMISSION TIP SHEET:
Professional Claims**

	<p>Log into the EVS portal at: https://www.medicaid.nv.gov/hcp/provider/Home/tabid/135/Default.aspx</p>
	<p>Select or hover over “Claims” from the top tool bar. If “Claims” is selected, a page with claim options will appear. If the user only hovers over the claims tab, the options will appear in the ribbon just below the tool bar.</p>
	<p>Step 1 of the Professional Claim consists of completing the following information:</p> <ul style="list-style-type: none"> • Claim Type • Provider Information • Patient Information • Claim Information <p>Some fields are marked with a red asterisk and are required. Other fields may not have an asterisk, but may be required depending on services rendered.</p> <p>If there is other insurance on file, select “Include Other Insurance” and review the Submitting Secondary Claims provider training presentation.</p>



CLAIM SUBMISSION TIP SHEET: Professional Claims

Submit Professional Claim: Step 2

* Indicates a required field.

Claim Type: Professional

Provider Information

Billing Provider ID: [] ID Type: NPI

Patient and Claim Information

Recipient ID: [] Gender: []
 Recipient Birth Date: [] Total Charged Amount: []

Diagnosis Codes

Select the row number to edit the row. Click the **Remove** link to remove the entire row. Please note that the 1st diagnosis entered is considered to be the principal (primary) Diagnosis Code.

#	Diagnosis Type	Diagnosis Code	Action
1	*Diagnosis Type: ICD-10-CM	*Diagnosis Code: []	

Buttons: Add, Reset, Back to Step 1, Continue, Cancel

Step 2 of the Professional Claim consists of completing the following information:

- Diagnosis Information

Note: Whenever the “Add” button is available, regardless of which step the user is on, ensure that the “Add” button is selected to populate the information into the claim.

Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Place of Service	Procedure Code	Charge Amount	Units	Action
1	[]	[]	[]	[]	[]	0.000	

Buttons: Add, Reset, Back to Step 1, Back to Step 2, Submit, Cancel

Step 3 of the Professional Claim consists of completing the following information:

- Service Details
- National Drug Code (NDC)
- Attachments (if applicable)

After all steps have been completed, select “Submit” to review the claim. User will then select “Confirm” to submit the claim and receive Claim ID and Adjudication information.

For more details regarding submitting claims, please visit Chapter 3 of the EVS User Manual at:

<https://www.medicaid.nv.gov/providers/evsusermanual.aspx>